



**CITY OF LODI
COUNCIL COMMUNICATION**

AGENDA TITLE: Adopt resolution approving Fire Mid-Management Addendum to Statement of Benefits (unrepresented).

MEETING DATE: Wednesday, June 2, 2004

PREPARED BY: Human Resources Director

RECOMMENDED ACTION: Adopt resolution approving Fire Mid-Management Addendum to Statement of Benefits (unrepresented).

BACKGROUND INFORMATION: In July of 2003, benefit information for Fire Mid-Management employees was revised and clarified. Since that time, they have requested some changes which would make their benefit structure comparable with the employees that they supervise. The benefits are listed on the attached sheet (Attachment 1).

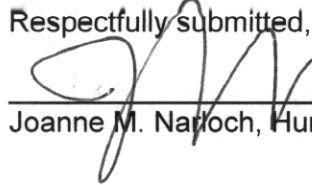
Additionally, Fire Mid-Management will be subject to the Vacation Leave Policy (Attachment 2).

FUNDING: Current Fire Operating Budget

COST: \$12,900 Annually

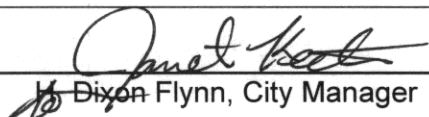

James Krueger, Finance Director

Respectfully submitted,


Joanne M. Narloch, Human Resources Director

cc: Interim City Attorney
Mike Pretz, Fire Chief

APPROVED:


Dixon Flynn, City Manager

RESOLUTION NO. 2004-107

A RESOLUTION OF THE LODI CITY COUNCIL
APPROVING CHANGES IN BENEFITS FOR FIRE
MID-MANAGEMENT EMPLOYEES (UNREPRESENTED)

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NOW, THEREFORE, BE IT RESOLVED by the Lodi City Council that changes in benefits for Fire Mid-Management Employees (unrepresented) relating to Uniform Allowance, Department Sanctioned Teams, Performance Incentive Bonus, and Vacation Leave Policy are hereby approved, as shown on Attachment 1 and 2 attached hereto and made a part of this Resolution.

Dated: June 2, 2004

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I hereby certify that Resolution No. 2004-107 was passed and adopted by the City Council of the City of Lodi in a regular meeting held June 2, 2004, by the following vote:

AYES: COUNCIL MEMBERS – Beckman, Hitchcock, Howard, Land, and Mayor Hansen

NOES: COUNCIL MEMBERS – None

ABSENT: COUNCIL MEMBERS – None

ABSTAIN: COUNCIL MEMBERS – None



SUSAN J. BLACKSTON
City Clerk

Fire Mid-Management Addendum to Statement of Benefits

Attachment 1

ARTICLE IX – UNIFORM ALLOWANCE

19.1 Uniform allowance shall be \$800.00 per year

ARTICLE XXVIII – DEPARTMENT SANCTIONED TEAMS

- 28.1 It is the intent of the City to develop specialized teams to address a variety of special hazards and provide specialized services to the department or community. When a team is established, minimum standards for inclusion and retention as a team member shall be developed and ratified by the Fire Chief. Any member of the department who becomes a member of a recognized specialized team, shall receive a 2.5% salary increase for as long as he/she meets the minimum entry level requirements and maintains a minimum level of participation as outlined in the team membership requirements. Each employee of the department can only receive 2.5% of salary for team membership, regardless of the number of teams the employee belongs to.
- 28.2 Existing members of the Hazardous Materials Team shall remain members of the team and shall continue to receive the 2.5% salary increase. The three members of the department who meet the minimum requirements for inclusion on the Hazardous Material Team shall be able to join the team and receive the 2.5% salary increase upon ratification of this contract. However, no additional team members shall be assigned to the Hazardous Material Team until the membership falls below 12 members. There shall be a six month period for the team to develop acceptable performance standards for maintaining his/her membership on the team.
- 28.3 The development of new teams shall require the submittal of minimum entry level and performance criteria for maintenance of membership to the Fire Chief prior to the development of the team. The Fire Chief shall have the sole discretion as to the appropriate number of members per specialized team. The department shall make every effort to develop a cadre of specialized teams to adequately address the needs of its members.

ARTICLE XXIX – PERFORMANCE INCENTIVE BONUS

29.1 Definition:

A Performance Incentive Bonus (PIB) is a monetary reward for meritorious performance above and beyond what is expected and required of all employees who satisfactorily meet the standards of their job.

Fire Mid-Management Addendum to Statement of Benefits

The bonus shall be \$1,500.00 for those employees who have completed the service requirements of (10) years, and \$3,000.00 for those employee who have completed the service requirements of twenty (20) years.

The bonus is not a part of base salary. Receipt of the bonus for one (1) year does not affect the following year. Employees must submit a new application for each year they wish to be considered for the PIB.

It is understood that the bonus is discretionary, and is based upon meritorious performance as described in the PIB evaluation criteria.

Employees who are granted a PIB by the evaluation committee shall be issued a separate check for the appropriate amount in November of each year of this contract.

29.2 Eligibility:

To be eligible to apply for the bonus, employees must meet the following minimum qualifications:

1. Employees must have completed at least ten (10) full years of service in this bargaining unit with the City of Lodi by the beginning of the preceding time period being evaluated (i.e. to be eligible for consideration in November of 2004, an employee shall have had to complete ten (10) full years of service by June 30, 2004).
2. Employees must have, at a minimum, a rating of meets standards, in the overall factor rating listed on the performance evaluation.
3. Special duty assignments shall include but are not limited to: Associate, and or members of a team (maintaining team qualifications and training hours); Actively participating in team deployments; Participation in Wildland fire deployment; Performing fire investigations; Public education activities; ROP program instruction; Active committee participation; SOP design and implementation; Training class instruction; Participation with civic/community organizations.
4. Employees must not have received discipline issued beyond an oral reprimand.
5. Employees must not have received a positive drug test.

Fire Mid-Management Addendum to Statement of Benefits

6. Employee must have worked a minimum of eight months during the qualifying period.

Employees must have met the minimum qualifications by the beginning of the preceding time period being evaluated.

29.3 Evaluation of Application (Process):

The PIB process shall consist of a committee evaluation, conducted on an annual basis and shall be based upon the preceding year's evaluation (July – June), and the events, activities, and actions during this same time period.

An evaluation committee shall be appointed to review and evaluate the applications. The evaluation committee shall be composed of one (1) Mid-Management representative, the Fire Chief, and one (1) representative from the Human Resources Department.

Applications for PIB must be made in writing on the designated application form within the time period allotted by the evaluation committee.

Applicants shall be evaluated only upon written documentation including but not limited to what is provided in the applicants' application, their performance evaluation and any actions and events during the rating period including but not limited to the following: attendance, disciplinary actions, service awards, commendations, etc.

The criteria used by the evaluation committee shall be determined and developed in advance of implementation by Human Resources and the Fire Chief and subject to agreement with a representative from Fire Mid-Management.

The decision of the committee shall be provided to each applicant in writing. The vote of the committee shall be in confidence. Members of the committee shall maintain confidentiality in respect to all committee processes including voting. No committee member shall disclose to any person outside the committee any discussion of the committee or information concerning the voting or process of the committee members.

The decision of the evaluation committee to grant or deny a PIB is final and binding, shall not be appealed, and is not subject to any grievance procedure. Any perceived technical errors regarding minimum qualifications for the bonus may be resubmitted for further review by the committee.

CITY OF LODI
ADMINISTRATIVE POLICY AND PROCEDURE MANUAL

Attachment 2

SUBJECT: : VACATION LEAVE – *Policy*

DATE ISSUED: :

SECTION: : V

SECTION 1: PURPOSE

The purpose of this policy is to provide guidance in the implementation of vacation leave.

SECTION 2: ELIGIBILITY

Each probationary and regular full-time employee in the classified service earns vacation benefits in accordance with his/her length of continuous service and in accordance with the provisions of approved memorandum of understanding or management pay plan.

Provisional, temporary, part-time, seasonal, or emergency employees shall not accrue vacation.

SECTION 3: ACCRUAL

Vacation benefits are earned in accordance with an employee's appropriate memorandum of understanding or statement of benefits.

Employees earn full vacation leave credits for any pay period in which they are in a full pay status for the equivalent of one-half or more of their regularly scheduled work hours. Hours of vacation leave are credited at the approved rate in accordance with the terms of the appropriate memorandum of understanding.

The maximum amount of unused vacation hours that an employee may accrue, at any give time is twice the employee's annual vacation entitlement. Whenever an employee's unused, accrued vacation has reached this maximum accrual amount, the employee shall stop accruing any additional vacation. Accrual will automatically resume once the employee uses some vacation and the accrual balance falls below the maximum accrual amount.

Under extenuating circumstances, requests to accrue vacation leave over the maximum may be authorized by the City Manager. Requests must be; a) submitted in writing, b) include justification for the exception, and c) be recommended for approval by the Department Head. The City Manager has sole discretion to approve or deny such requests.

SECTION 4: SCHEDULING

Dates of vacation may be requested by the employee, but are subject to the approval of the Department Head. Approval of vacation leave is at the discretion of the Department Head given considerations such as departmental procedures for request and approval, workloads, scheduling, seniority, and in accordance with terms of the appropriate memorandum of understanding.

SECTION 5: UTILIZATION

After six (6) months of continuous service, an employee may request utilization of vacation leave.

Vacation leave may be taken in quarter hour increments. Employees are not permitted to take vacation leave in excess of their accumulated balance.

Employees on vacation leave shall be considered in full-pay status, and continue to accrue seniority, sick leave, and vacation leave credit.

SECTION 6: HOLIDAYS FALLING DURING VACATION

When a holiday or day observed in lieu of a holiday occurs on a day on which an employee is taking vacation such employee shall not be charged as using vacation for that day. The employee's compensation for that day shall be holiday and he/she shall not be paid or charged for vacation.

SECTION 7: ILLNESS OR ACCIDENT DURING VACATION

An illness or accident during a regularly approved and scheduled vacation period may be converted to sick leave when the following action is taken:

The employee, immediately upon return to duty, submits to his/her Department Head a written request for sick leave and, if requested, a written statement signed by the employee's attending physician certifying to the nature and dates of the employee's physical disability.

SECTION 8:

COMPENSATION FOR VACATION LEAVE UPON
SEPARATION FROM SERVICE

An employee who leaves City employment shall be compensated at his/her current rate of pay for vacation accrued but not taken up to the date of termination.

Employees planning their resignation or retirement may request permission to take a terminal vacation to the limit of their accumulated vacation leave balances. Such planning involves the submission of a written request to the Department Head for approval.

SECTION 9:

CHARGEABLE ABSENCES TO VACATION LEAVE

Other than for the purposes of taking a vacation, an employee may elect to charge an approved leave of absence to vacation leave. Such absences are subject to approval from an employee's Department Head, and in accordance with the City of Lodi Administrative Policy and Procedure for Leave of Absence and the appropriate memorandum of understanding.